

DONATED EQUIPMENT WEEKLY SUMMARY FORM

Consolidated by Eligible Work Performed



EVENT (FEMA Disaster Number)	PARISH	PAGE _____ of _____
VOLUNTEER + DONATED RESOURCES COORDINATOR (VDR)	CONTACT PHONE #	CONTACT EMAIL
LOCATION / SITE ADDRESS	PERIOD COVERING	TO
ORGANIZATION CONTACT	CONTACT PHONE #	CONTACT EMAIL

DESCRIPTION OF ELIGIBLE WORK PERFORMED

TYPE OF EQUIPMENT		OPERATOR'S NAME	DATES + HOURS USED EACH DAY								TOTAL HOURS	EQUIPMENT RATE*	TOTAL COSTS
(INDICATE SIZE + CAPACITY + HORSEPOWER + MAKE AND MODEL AS APPROPRIATE)	EQUIPMENT CODE NUMBER*		DAY	M	T	W	T	F	S	S			
			HOURS									\$	\$
			HOURS									\$	\$
			HOURS									\$	\$
			HOURS									\$	\$
			HOURS									\$	\$
			HOURS									\$	\$
			HOURS									\$	\$
			HOURS									\$	\$
			HOURS									\$	\$
			HOURS									\$	\$
			HOURS									\$	\$
TOTAL													\$

NOTE: * Equipment code numbers and equipment rates can be found at:
https://www.fema.gov/media-library-data/1504646556623-5df6d34cb30e72f6821337472903d310/2017_FEMA_Schedule_of_Equipment_Rate_s_508_FINAL.pdf.



GOVERNOR'S OFFICE OF HOMELAND SECURITY & EMERGENCY PREPAREDNESS
Volunteer + Donated Resources - Offsetting Non-Federal Share



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HOW TO COMPLETE THIS FORM

- **Event:** Enter the FEMA Disaster Number.
- **Parish:** Enter Parish where volunteer work was performed.
- **Page _ of _ :** Enter page number of current page and pages of entire document.
- **Volunteer and Donated Resources Coordinator (VDRC):** Enter the name of the VDRC who will be receiving this data form from the Organization Contact.
- **Contact Phone #:** Enter phone # of VDRC.
- **Contact Email:** Enter email address of VDRC.
- **Location/Site Address:** Enter the address where volunteer work was performed.
- **Period Covering _ to _ :** Enter period of time covered on this data form.
- **Organization Contact:** Enter name of the Volunteer Organization Contact that is collecting the data for this form.
- **Contact Phone #:** Enter phone # of Organization Contact.
- **Contact Email:** Enter email address of Organization Contact.
- **Description of Eligible Work Performed:** Enter a specific description of work performed eligible work performed.
- **Type of Equipment:** Enter size, capacity, horsepower, make and model of equipment used.
- **Equipment Code Number:** Enter equipment code number.
- **Operator's Name:** Enter name of equipment operator.
- **Dates + Hours Used Each Day:** Enter hours used on designated day, Monday through Sunday.
- **Total Hours:** Enter total number of hours equipment was used throughout the designated week.
- **Equipment Rate:** Enter equipment rate designated by FEMA *or Subrecipient equipment rate, whichever is lower and reflects all costs associated with operating the equipment.*
- **Total Costs:** Enter total costs by multiplying equipment rate by total hours used.
- **Total:** Enter total by adding all total costs together.

EXAMPLES OF ELIGIBLE ACTIVITIES + DONATIONS

- Donating equipment to **raise or reinforce a levee.**
- Donating equipment to clear **Parish or City road right-of-way debris.**
- Donating **chainsaws** to cut fallen trees blocking a **public** hospital drive.
- Donated equipment may also be Subrecipient- (Applicant-) owned equipment – called **Force Account Equipment** or FAE.
- It may include **permanently mounted generators** – based on hourly equipment rates or may be based on mileage for vehicles if the mileage is documented and is *less* costly than hourly rates.

[**SOURCES:** FEMA Donated Resources Criteria for Public Assistance + 44 CFR 13.24 + FEMA Public Assistance Program and Policy Guide (PAPPG) FP 104-009-2 / April 2017, pages 26-29 and 36-37]

EXAMPLES OF INELIGIBLE ACTIVITIES + DONATIONS

- Debris removal on private property **EXCEPT if Private Property Debris Removal (PPDR) policy is approved by the Federal Coordinating Office (FCO) for the disaster in the designated area.**

[**SOURCES:** FEMA Donated Resources Criteria for Public Assistance + 44 CFR 13.24]

If in doubt about eligible activities and/or donations, document anyway. It is better to over document rather than under.